

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1845**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CRP-383 5-4-01	2001 Training for Conservation Reserve Enhancement Program (CREP) Managers	State Offices
DAP-101 4-23-01	Extending the 2000 Livestock Assistance Program (LAP) Signup	State and County Offices
DAP-102 5-3-01	2000 Crop Disaster Program (CDP) Signup Continuation	State and County Offices
DAP-103 5-4-01	Payment Verification Software for the American Indian Livestock Feed Program (AILFP)	State and County Offices
FLP-206 5-7-01	Credit Alert Interactive Voice Response System (CAIVRS) Requirements and Update	State and County Offices
LD-512 5-7-01	Tolerance for Wool and Mohair Market Loss Assistance Program (WAMLAP I) Spotchecks	State and County Offices
LP-1786 5-2-01	Corrections for the 2001 GRAZE OUT County Average Yield for Wheat, Barley, and Oats	GA, TN, and VT State and County Offices
PF-155 5-3-01	FY 2001 AMTA Notification Letters and Reminders	State and County Offices
PM-2243 4-27-01	Thrift Savings Plan (TSP) Open Season	FAS, RMA, and FSA Employees

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2244 5-4-01	Authorizing Maxiflex Work Schedules (WS's) for Nonbargaining Unit FSA Field Offices	APFO, State and County Offices, and FSA Service Centers
PM-2245 5-7-01	2001 Executive Leadership Program (ELP) for FAS Mid-Level Employees	FAS National Office Employees
PM-2246 5-7-01	2002 Executive Leadership Program (ELP) for FSA Mid-Level Employees	FSA Federal Employees
PM-2247 5-8-01	Midyear Progress Reviews for FSA National Office and RMA Offices Under Pass/Fail Rating System	FSA National Office and RMA (except Kansas City)
PM-2248 5-8-01	Midyear Progress Reviews for State and County Offices Under Pass/Fail Rating System	FSA State and County Offices (using Pass/Fail Rating System)
PM-2249 5-8-01	Midyear Progress Reviews for Offices Under the Five Tier Rating System	FSA Kansas City Offices and State Offices (using the 5 tier rating system, RMA Kansas City Offices, FAS (except Overseas Offices)
TB-1000 5-1-01	Burley Tobacco Designation Program Information Data Load	Burley Tobacco State and County Offices

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**Permanent Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-CM (Rev. 2) Amend. 83 5-8-01	Common Management and Operating Provisions	All Offices
1-COR (Rev. 3) Amend. 16 4-24-01	County Operations Review Program	State and County Offices and COR'S
1-FSFL Amend. 9 5-1-01	Farm Storage Facility Loan Program	State and County Offices
14-TB (Rev. 1) Amend. 1 5-2-01	Tobacco Receiving Station Marketing Procedures	Burley and Flue-Cured State and County Offices

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**Procedure Notices**

None

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**Obsolete Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
LP-1777	5-1-01	Disposal Date
14-TB	5-2-01	14-TB (Rev. 1)Amend. 1

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**National Procedure Checklist No. 1845 (Continued)**
**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	2008	05-07-01	2002 Executive Leadership Program for Mid-Level Employees	AD2008.PDF AD2008.WPD	Electronic Form	Sheet	FAS (WDC only) and All FSA Federal Employees	Notice PM-2245 Notice PM-2246	N/A	This form is new and is available electronically.
CCC	502 Cont.	02-27-91	Continuation Sheet for Leased or Owned Land (Use with CCC-502A, CCC-502B, CCC-502C, CCC-502D, CCC-502EZ)	eCCC0502-0000-CONT.FML	Electronic Form	Sheet	County Offices	7-CP, 1-PL, 1-COR, 25-AS, 7-PA	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.
CCC	502-A	12-14-99	Farm Operating Plan for Payment Eligibility Review for an Individual	eCCC0502-0000-A.FML CC0502A.PDF	Electronic Form	MP/4 Head to Head	County Offices	7-CP, 1-PL, 12-AO, 1-CM, 3-CM (SCOAP), 1-COR, 25-AS, 8-DF, 7-LP, 5-PA, 7-CN, 7-PA, 8-LD, 1-TAP, 61-FI, 1-ACP, 3-ACP, 2-PF	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.
CCC	502-B	12-14-99	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership	eCCC0502-0000-b.FML CC0502B.PDF	Electronic Form	MP/4 Head to Head	County Offices	7-CP, 1-PL, 12-AO, 5-PA, 3-CM, 1-COR, 8-DF, 7-LP, 7-PA, 1-TAP, 8-LD, 7-CN, 61-FI, 1-ACP, 3-ACP, 2-PF	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.
CCC	502-C	12-14-99	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities	eCCC0502-0000-C.FML CC0502C.PDF	Electronic Form	MP/4 Head to Head	County Offices	7-CP, 1-PL, 12-AO, 25-AS, 3-CM, 5-PA, 7-LP, 1-COR, 8-DF, 7-PA, 7-CN, 1-TAP, 8-LD, 1-CM, 14-CN, 61-FI, 1-ACP, 3-ACP, 2-PF	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.
CCC	502-D	12-14-99	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust	eCCC0502-0000-D.FML CC0502D.PDF	Electronic Form	MP/4 Head to Head	County Offices	7-CP, 8-LD, 1-PL, 12-AO, 25-AS, 3-CM, 5-PA, 7-LP, 1-COR, 8-DF, 7-PA, 7-CN, 1-TAP, 61-FI, 1-ACP, 3-ACP, 2-PF	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1845 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	502-EZ	12-14-99	Farm Operating Plan for Payment Eligibility Review for an Individual	eCCC0502-0000-EZ.FML CC0502EZ.PDF	Electronic Form	MP/2 Head to Head	County Offices	7-CP, 8-LD, 12-AO, 1-PL, 1-COR, 5-PA, 7-PA, 1-TAP, 61-FI, 2-PF	PL4	This form was reissued to adjust certain cell characteristics in the OmniForm format. No revision to the content of the form was made.
CCC	912	05-03-01	Agreement of Authorized Loan Servicing Agent	eCCC0912.FML	Electronic Form	MP/6 Head to Head	LSA	7-CN, 21-CN, 22-CN	N/A	This form was revised and is available electronically. Destroy old stock.
CRP	1	01-30-97	Conservation Reserve Program Contract	eCRP0001.FML CRP0001.PDF	Electronic Form	MP/2 Head to Head	County Offices	12-AO, 1-COR, 2-CP, 1-CRP, 1-PN, 3-FI, 1-FI, 115-FI, 1-CM, 1-PL, 5-PA, 25-AS, 2-CRP, 3-CM, 7-CP, 1-PF	CRP4	This form was reissued in PDF non-fillable format.
FCI	74-C Cherries	03-01	Summary Of Harvested Production Cherries	0074cche.doc	RPL/DOC	MP/2 Head to Head	RMA and applicable FSA State Offices that have NAP and sell crop insurance	N/A	N/A	New Form
FCIC	586A	04-01	RMA Data Security Requirements Acknowledgment	nofile.htm	N/A	N/A	RMA Security Officers only and catalog purposes.	N/A	N/A	File #FCIC0586A.DOC
FCIC	586B	04-01	RMA Security Officials Authorization Form	nofile.htm	N/A	N/A	RMA security officers only and for catalog purposes.	N/A	N/A	Word File# FCIC0586B
FSA	491-2C	05-04-01	Receiving Station Report of Tobacco on Hand	eFSA0491-0002-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock. Tobacco Receiving Stations will computer generate this form. The copy provided on this website is for contingency purposes only.

**Note:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1</u> /	Remarks
FSA	205-C	05-04-01	Worksheet for Determining Reduced Marketing Penalty for Failure to Collect or Timely Remit Tobacco Assessments	eFSA0205-0000-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock.
MISC	MP-80	02-29-00	Foreign Ownership of U.S. Agricultural Land Through February 29, 2000	nofile.htm	KC	Booklet	States, WDC, KCFO	N/A	N/A	New publication; awaiting distribution instructions from Washington, D.C.
MISC	PS-3800	05-00	Receipt for Certified Mail	nofile.htm	U.S. Postal Service	Sheet	All offices except Counties	5-AS	N/A	Revised form; destroy older editions. They are no longer accepted by USPS. Kansas City offices can obtain revised forms from Mailroom.
MISC	TSP-BK03	05-01	Guide to TSP Investments	nofile.htm	KC	Booklet	States, Counties	N/A	N/A	Revised publication; previous editions obsolete.
MQ	72-3	05-04-01	Transmittal of MQ-72-2 or MQ-72-C	eMQ0072-0003.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	12-TB, 13-TB, 9-TB(SCOAP), 10-TB(SCOAP) 14-TB	N/A	This form was revised and available electronically. Destroy old stock.
MQ	72-C	05-04-01	Report of Receiving Station Purchase	eMQ0072-0000-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock. Tobacco Receiving Stations will computer generate this form. The copy provided on this website is for contingency purposes only.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
MQ	76-1C	05-04-01	Receiving Station Request for Authorization to Retain Producers' Tobacco Marketing Cards	eMQ0076-0001-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock. Tobacco Reviewing Station will computer generate this form. The copy provided on this website is for contingency purposes only.
MQ	78-C (Tobacco)	05-04-01	Tobacco Receiving Station Registration	eMQ0078-0000-CTOB.FML	Electronic Form	MP/2 Head to Head	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock. Tobacco Receiving Stations will computer generate this form. The copy provided on this website is for contingency purposes only.
MQ	80-1C	05-04-01	Report to Associations of Receiving Station Purchases	eMQ0080-0001-C.FML	Electronic Form	Sheet	Burley Station and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and is available electronically. Destroy old stock.
MQ	80-C	05-04-01	Receiving Station Purchase Day Summary	eMQ0080-0000-C.FML	Electronic Form	Sheet	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was revised and available electronically. Destroy old stock. Tobacco Receiving Stations will computer generate this form. The copy provided on this website is for contingency purposes only.

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